

Napoleon Aquatic Club
Policy on Club Accounts Receivable

Following each season, each account will have 3 months to pay the existing balance/invoices.

The invoicing schedule will be as follows:

Winter Season

Final Winter Invoice (Except meet fees incurred after February 28)

March 1 – Electronic Invoice thru Team Unify site

April 1 - Electronic Invoice thru Team Unify site

April 15 – Hardcopy invoices mailed to accounts with existing balance

May 1 – Electronic Invoice thru Team Unify site and outstanding balances will be placed on overdue balance list

May 15 - Hardcopy invoices mailed to accounts with overdue existing balance

Summer Season

August 1 – Electronic Invoice thru Team Unify site

September 1 - Electronic Invoice thru Team Unify site

September 15 – Hardcopy invoices mailed to accounts with existing balance

October 1 – Electronic Invoice thru Team Unify site and outstanding balances will be placed on overdue balance list

October 15 - Hardcopy invoices mailed to accounts with overdue existing balance

Once an account is placed on the overdue account list, that account has until the next season to reduce the outstanding balance by 50%, or that account is not allowed to register swimmers for the next season.

Once an account is on the overdue balance list, that account will remain on the overdue balance list until the balance is zero. Once the account balance is zero, that account is removed from the overdue balance list.

Examples

1. If on May 1, 2015 the account is placed on the outstanding balance list for an outstanding balance of \$500.00, they will not be able to register for the 2015-16 Winter season unless the outstanding balance is reduced to \$250.00.

2. If on October 1, 2015 the account is placed on the outstanding balance list for an outstanding balance of \$625.00, they will not be able to register for the 2016 Summer season unless the outstanding balance is reduced to \$312.50.

3. In example 2, if the account balance is at or less than \$312.50 for the 2016-17 Winter season, that account will be allowed to register swimmers for the winter season, but

because the balance has not been completely paid, the account remains on the overdue balance list. For the 2017 Summer season, the \$312.50 amount must be reduced by another 50% (to a balance \$156.25) in order to register swimmers for the 2017 Summer season.